GOOD STANDING

Background

The DLAMP policy and procedures on Good Standing ensure that all DLAMP participants are actively engaged in DLAMP activities, fully understand the annual requirements, and are given adequate time to comply with the policy.

Policy

A DLAMP participant is considered in good standing if he or she:
- Has a current, approved Individual Development Plan (IDP) on file in the DLAMP office;
- Has successfully completed the activities identified in his or her IDP for the year;
- Has no adverse suitability determinations (5CFR 731.202(b));
- Receives a minimum performance appraisal of "pass" or "fully successful," or the equivalent, for the period covered by the most recent annual review; and
- Has completed the minimum annual level of activity during the year.

Generally, a DLAMP participant will spend no more than five years in the program. To meet this goal, each program element must be completed within the timeframes identified below. Some program elements may be accomplished concurrently.

Program Element	Minimum Annual Activity [1]	Maximum Time for Completion
Graduate Education • Full-time degree (Cooke Fellowship) [2] or • Part-time degree [2] or • Graduate-level round-out courses	• Full-time load as defined by university • Four courses per year • Two courses per year	• 24-36 months • 36-48 months • 24 months
Professional Military Education • Resident program, or • Non-Resident program	Accepted for admission or attending a PME program	• 10 months • 24 months

Other (i.e., National Security Foundation (NSF) course, Leadership (LDR) I & II, or reasonable combination of program elements)	Two courses per year	• NSF: prior to planned attendance at PME • LDR I: within 6 months of admission [3] • LDR II: within 6 months of completion of all other program elements

[1] Each participant must meet the minimum annual activity for one program element (i.e., Graduate Education, PME, or Other) each year.

[2] Higher rates of minimum annual activity are required to meet college or university degree requirements.

[3] Participants in Classes of 1997 – 2002 are expected to complete LDR I before the end of Fiscal Year 2005, except where this would conflict with previously approved program activity.

Sufficient progress must be made annually toward program completion. Progress will be evaluated at the end of each Fiscal Year. The Component or the DoD DLAMP office may remove a participant from the program for failure to meet program requirements. In addition, the Component may recommend to the DLAMP office that good standing requirements(s) be waived for a specific participant for a given year on a case-by-case basis. Consecutive waivers will be approved only in unusual circumstances.

Procedures

1. **Individual Development Plans (IDPs).** New participants are required to submit their IDPs through their respective Component to the DLAMP Office within 60 days of attending Leadership I. All participants must update and resubmit their IDP at least annually, generally at the start of the fiscal year.

2. **Annual Review**

   a. The annual period for review for Good Standing coincides with the Fiscal Year (October 1 through September 30 annually).

   b. Each participant must have a current, approved IDP on file in order to be evaluated for Good Standing status.

   c. Neither course waivers nor fulfillment of DLAMP requirements outside the year in review will be counted toward completion of annual minimum activity requirements. For example, a participant with waivers approved for two DLAMP courses may not count those two courses as DLAMP activity for the annual review.

3. **Component Assessment and Reporting.** Component DLAMP representatives will use the Assessment of Good Standing form to conduct their annual review. Component certifications and waiver recommendations, if any, are due to the DLAMP Office not later than November 15 each year.

Defense Leadership and Management Program (DLAMP)
Assessment of Good Standing
October 1, _____ through September 30, _____

Participant Name:_____ Component:_____

DLAMP Class Year: _____

Participants are reminded that neither course exceptions nor fulfillment of DLAMP requirements outside the year under review will be counted toward completion of the annual minimum activity requirement.

Part I. Participant's Statement of Activity: I certify that I have completed the following DLAMP activities during this annual review period (check all applicable):

_____a. Graduate courses (identify courses and dates):

_____

_____

_____

_____

_____b.   Professional Military Education (identify school and completion date):

_____

_____

_____

_____c. Other (i.e., National Security Foundation (NSF) course, Leadership (LDR) I & II, or reasonable combination of program elements) (identify courses and dates):

_____

_____

_____

_____
DLAMP Participant's Signature   Date

Part II. Supervisor's Statement.

____I certify that, as of this date, the above-named DLAMP participant has met the following program requirements (review all requirements and check those applicable; explain those not checked):

        ____Has a current, approved Individual Development Plan (IDP); and

        ____Has successfully completed the activities identified in his or her IDP for the year; and

        ____Has no adverse suitability determinations (Title 5, Code of Federal Regulations, Part 731, Section 731.202(b)); and

        ____Received a minimum performance appraisal rating of "pass" or "fully successful," or the equivalent, for the period covered by the most recent annual review; and

        ____Has completed at least the minimum level of required, annual activity, as noted in the Good Standing Policy.

____I certify that, as of this date, the above-named DLAMP participant has not met the necessary program requirements to remain active in this program.

Explanation (if necessary):

_____

_____

_____

_____

| Supervisor's Name (Print) | Supervisor's Signature | Date |

Part III. <u>Component Certification</u>. Annual review by the _____ Component DLAMP representative finds the above-named participant is (check one):

____ In Good Standing.

____ Recommended for a waiver of Good Standing (rationale):

_____

_____

____ No longer in Good Standing and will be removed from DLAMP.

_____

Signature of Component Representative   Date

Part IV. <u>DLAMP Review and Approval.</u>

____ Concur with Component recommendation.

____ Non-concur with Component recommendation. Rationale and action required:

_____

_____

_____

Signature of Program Manager   Date